



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #07-92

Grade: Manager Band FLSA: Exempt
Salary: \$99,752 - \$127,897 Per Annum
(Includes Locality Pay & LEAP Authorized)
Position: One Located in Arlington, VA
Relocation Expenses May Be Paid
Open: 6/19/07 Closing Date: 7/3/07

Contract Fraud (Program Manager), Investigations

The United States Postal Service Office of Inspector General (OIG) is seeking a highly qualified applicant to fill our Contract Fraud (Program Manager), Investigations position located in Arlington, VA. Applicant must exhibit a high degree of leadership and demonstrate experience supervising the activities of staff engaged in planning and conducting complex Federal criminal investigations. Compensation includes 1811 LEAP and coverage in a secondary position under law enforcement retirement. The OIG mission is to provide reports to the Postal Service Executives, Governors and Congress to help the Postal Service maximize revenues (approximately \$70 billion a year), minimize costs, and prevent and detect fraud, waste, abuse and mismanagement.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university, or six years of related professional experience, or a combination of education and experience
- Current employment as an 1811

In accordance with applicable laws:

- Maintain eligibility to operate motor vehicles
- Be at least 21 years of age and not have reached 37th birthday at the time of initial appointment to law enforcement position
- Have successfully completed the Basic Criminal Investigator Training Course at the Federal Law Enforcement Training Center or equivalent Federal/Postal Service law enforcement academy
- Qualify and maintain authorization to carry firearms including no current or previous domestic violence convictions
- Maintain physical, mental, and emotional standards and requirements necessary to perform law enforcement assignments
- Work unscheduled, irregular hours with the possibility of personal risk
- Must be willing to relocate at the direction of management

DESIRABLE QUALIFICATIONS

- Advanced Academic Degree or 10 years related professional experience
- Experience as a manager/supervisor responsible for establishing work plans and/or directly supervising a staff of subordinate criminal investigators

EVALUATION FACTORS

- Demonstrated experience supervising, managing, planning and conducting complex criminal investigations, specifically in the areas of procurement/contract fraud, public corruption
- Demonstrated ability to define problems, analyze alternatives, and recommend solutions to difficult criminal investigative problems or issues
- Demonstrated ability to oversee and participate in the development of criminal investigative policy guidance including directives and memoranda
- Ability to review and analyze financial systems and transactions in order to detect fraud, waste and abuse associated with USPS programs
- Ability to effectively communicate, both orally and in writing, facts and circumstances of investigations that are understandable to management officials

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ability to obtain/maintain a government-issued credit card
- Selectee is required to obtain and maintain a Top Secret clearance
- Selectee will be subject to random drug testing
- May require up to 40 percent travel



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TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- A OF-306, Declaration of Federal Employment
- Latest performance appraisal (within 15 months); must have received at least a contributor or satisfactory level of performance rating (if unable to provide, please note reason on a separate sheet of paper)
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: JOBS@USPSOIG.GOV OR MAILED TO: USPS-OIG, Human Resources – 1735 N. Lynn Street, 10th Floor, Arlington, VA 22209-2020**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **All submissions must include the vacancy announcement number.**

BASIS OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education, and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2210. The decision on granting an accommodation request will be made on a case-by-case basis.

WHY APPLY WITH THE POSTAL SERVICE OIG?

- **Flexible Work Schedules!**
- **Flexible Spending – Pre-Tax dollars for Child and Health Care!**
- **Locality Pay for Geographical Area Included!**
- **Pre-tax Dollars for Commuting!**
- **State of the Art Technology!**
- **Pay System that Rewards High Performers!**
- **Thrift Savings Plan with Matching Contributions up to 5%!**
- **Government-Backed Pension Plan!**
- **Ongoing Professional Development for every employee through Classroom/Virtual training, Seminars, Conferences and Tuition Reimbursement!**
- **Convenient Parking! Near Metro! (For Arlington, VA Location)**
- **On the Top 10 Corporations List in the U.S.!**
- **In the Top 50 Corporations for minorities and women!**

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov

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